

RESIDENTIAL CHILD CARE LICENSING ADVISORY COMMITTEE MEETING MINUTES

10 September 2015
Highland Plaza Building, Room 425
3760 South Highland Drive
Salt Lake City, UT

Members Present: Dale Smith, Debbie Elmer (for Ilse Wilson), Jessica Goodman, Nicole Cunard, and Joni Hemond.

Members Excused: Julie H. Shakib.

Members Absent: Cindy Smith.

Department of Health and Child Care Licensing Staff Present: Teresa Whiting, Simon Bolivar, Karrie Phillips, Jessica Strout, Joyce Hasting, Sarah Atherton, Kathleen Sanders, Donna Thomas, Robin Reed, Jaylene Bruner, and Austin Roy.

WELCOME

Mr. Smith welcomed those members of the committee and the public who were in attendance. Committee members gave brief introductions and new members/substitutes were welcomed. Meeting commenced at 10:30 a.m.

AGENCY AND COMMITTEE REPORTS

Child Care Licensing – Simon Bolivar

- **Provider Portal:**

- The Provider Portal landing page (homepage) is where the new committee newsletter will be housed, along with any important updates and news from the Child Care Licensing Program (including all mailer information from the green cards the CCL Program sends out).
- Renewals are now very easy; just verify basic personal/facility information and click submit.
- Providers can now manage the covered individuals that have been linked to their facility, and manage all BCI's that have been submitted to their facility by selecting: authorized (verified to be associated with a facility), unknown (an individual who is not known to the provider or facility), or cancel (to remove or stop a BCI from being associated with a facility).
- Ledger – Provides real-time updates of payments and fees on a facilities account.
- Other options available from the provider portal include: variance requests, incident reports, submit documentation, licensing record (this is what the public can see on a facility/providers record), feedback forms, appeal requests, and

coming soon the children tab (facility/provider can update and keep track of the children in care).

- **Federal Office of Child Care Webinar:**

- During the most recent webinar from the Federal Office of Child Care, a few states were highlighted for having exemplary online structure, websites, and posting of compliance reports, and the State of Utah was one of them. In particular Child Care Licensing and Care About Childcare, were highlighted as outstanding examples of having an easily accessible website, intuitive online structure, user friendly interface, and fluid sharing of data between intergovernmental organizations. The majority of the presentation focused specifically on Utah and all the positive things that we are doing.

- **NARA Training:**

- The Child Care Licensing Program has been invited to present at the September NARA training in Boston, MA. The Program will specifically be presenting on its website and database.

- **Exempt Facilities:**

- Due to the new stringent requirements set forth by SB-12, many exempt facilities are choosing to become licensed (the requirements set forth by SB-12 are also licensing requirements) since there are only a few more extra requirement to do so. In addition to this, food money is now tied to either exempt status or being licensed with the state. Thus, as a result of SB-12, several exempt facilities have chosen to become licensed, and it is likely that others will follow.
- One of the new requirements from SB-12 is that all background screenings for the staff of exempt facilities be run through Child Care Licensing's Background Clearance Unit.
- SB-12 will require that all exempt child care facilities must post a notice created by the Department that explains their exempt status and that provides information about how to submit complaints to Child Care Licensing.

- **New-Hires:**

- The Child Care Licensing Program has had several new-hires in the past couple months, including:
 - Robin Reed, Licensing Specialist.
 - Jaylene Bruner, Licensing Specialist.
 - America Gutierrez, Office Specialist.
 - Nina Cleere, Background Screening Specialist.

- **Online Background Screening Forms:**

- Can be submitted via the child care licensing website, which is: childcarelicensing.utah.gov
- Submitted forms appear on the licensing provider portal of the facility they were sent to, where they can be marked: authorized, unknown, or canceled.
- Background screenings are required annually.
- BCU screening is one of the most stringent background screenings in the state.
- The same form used for all types of child care: licensed family, licensed facility, exempt, FFN, etc.

- **Playground Inspections:**

- All CCL Program licensors will be trained to conduct playground inspections by the end of the year, with several receiving national certification.
- As a result of all licensors being trained and/or certified playground inspectors, the outdoor portion of the announced inspection, which includes the playground, will be conducted in one single visit.

Child Care Center Licensing Committee – Dale Smith

- **Sex Offender Registry Report:**
 - The Child Care Licensing Background Clearance Unit now checks the Sex Offender Registry Report for each provider screening it runs, as well as each for each facility address on file. The report shows all sex offenders within a 1/2 mile radius of a childcare facility. CCL licensors will be printing and distributing a copy of this report for inspections.
- **Update on New Background Screening Rule:**
 - Public comment period ended with no comments, and the background screening rules are now in effect.
- **Committee Chair and Vice-Chair Election:**
 - Committee Chair: Deborah Lynn Tilley was nominated and approved by the Child Care Center Licensing Committee for a new term as the Committee Chair.
 - Committee Vice-Chair: Dale Smith was nominated and approved by the Child Care Center Licensing Committee for a new term as the Committee Vice-Chair.
- **Licensed Facility Decal**
 - It was proposed that the licensed facilities decal (window sticker) be revised to no longer include the year that the license is issued; the change was approved by the committee.
 - It was also proposed that the size of the decal be made larger; after discussion, this change was not approved by committee.
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Care About Childcare – Steve Matherly

- **DWS Provider Portal:**
 - Moving forward DWS will be paying providers directly (pay-to-provider), this will require that all providers who wish to receive subsidies be registered on the DWS Provider Portal.
- **Child Care Development Fund:**
 - The process for getting the Child Care Development Fund up and running is almost complete, and will go into law in October.
- **Care About Childcare:**
 - The Care About Childcare Website (cac.utah.gov) has seen a dramatic increase in traffic in recent months, and this is a positive sign that the website is getting greater exposure than ever before.
 - Grants are now available and open for application.
 - CAC is a great resource for parents to search for licensed providers in their area; CAC only refers licensed providers.

OLD BUSINESS

Minutes from the July meeting are to be approved via email.

NEW BUSINESS

Proposed Rule Changes: The proposed rules changes discussed in the previous meeting (see below) will soon be submitted for final approval, they include:

- R430-90-2 (17) Children Ages Five Through Twelve
- R430-90-6 (8) Shade Required When Playing Outside
- R430-90-8 (8) Providers Reporting Incidents
- R430-90-9 (f) –Removed- Initial CBS/LIS
- R430-90-9 (g) –Removed- Disclosure Statement
- R430-90-9 (h) –Removed- Annual Renewal of CBS/LIS
- R430-90-11 (iii) –Removed- Sleep Monitoring Device
- R430-90-12 (b) e-cigarettes, e-juice, and e-liquids
- R430-90-24 (e) Crib Standards
- R430-6-2 CBS Definitions
- R430-6-3 CBS Submission
- R430-6-4 Screening
- R430-6-5 Arrests & Pending Criminal Charges
- R430-6-6 Child Abuse & Neglect
- R430-6-7 Emergency Providers

Shade Requirement Rule Discussion (R430-90-6 (8)):

- It was asked if shade can come from any object, and yes, the rule allows for shade to come from any object (i.e. building, tree, or other object). However, shade is only required to be present whenever children are in play outside (if no children in play outside, licenser will not inspect for shade).
- Further discussion on shade and outdoor play areas to be discussed at the next meeting.

PUBLIC COMMENT

No comments.

ASSIGNMENTS

None

Mr. Smith adjourned the meeting at 12:05 p.m.

UPCOMING SCHEDULE 2015

November 12, 2015

Highland Plaza
3760 S. Highland Dr.
Salt Lake City, UT
Room 425
10:30 a.m. to 12:00 p.m.

Anyone with a disability requiring accommodations to attend or fully participate in this program should contact Austin Roy at (801) 584-8294 or via email at aroy@utah.gov to request reasonable accommodations.